

NON-SCHOOL SPECIAL MILK PROGRAM FREQUENTLY ASKED QUESTIONS (rev 8/15)

The purpose of the Special Milk Program is to encourage the consumption of milk by children who are receiving care and training at child care institutions, summer camps, homeless feeding sites, outside-of-school-hours care centers, and other non-school agencies providing services to children. Participating agencies receive federal reimbursement for each half pint of milk served to children. The Department of Public Instruction (DPI) administers the U.S. Department of Agriculture (USDA) Special Milk Program (SMP) in Wisconsin.

Which agencies are eligible for the SMP?

Any public or non-profit agency, as referenced above, which has IRS Tax Exempt status and does not participate in any other Child Nutrition Program (e.g. National School Breakfast, National School Lunch Program, Special Milk Program-School, Child and Adult Care Food Program, and Summer Food Service Program), is eligible for the Non-School Special Milk Program.

What is the federal reimbursement rate?

The rate of reimbursement is established annually by the USDA. The current rate of reimbursement is \$0.2000 per half pint served to eligible children (effective July 1, 2015 through June 30, 2016). Milk served to children under 19 years old may be claimed for reimbursement. Reimbursement is either paid at the current USDA rate of reimbursement or the reported average cost per half pint, whichever is the lesser of the two.

What kinds of records must agencies keep?

Agencies must maintain accurate milk purchasing records (invoices and receipts) **which clearly identify the type, unit, price, date, and place of purchase for each transaction within the calendar month.** Documentation of milk served to adults (over 19 years of age), lost to waste (such as when left-over milk is dumped after a meal service), spillage, spoilage or theft must be kept to ensure it is not claimed for reimbursement. Agencies must maintain accurate daily point-of-service counts to support the claim for reimbursement. Only milk actually **served** to eligible attending children may be claimed for reimbursement. The SMP records that are required to be completed and kept on file include: the SMP permanent agreement, SMP contract, daily point-of-service counts, annual news media release, annual civil rights training for all front line staff, and annual racial and ethnic data documentation. **All SMP records must be retained on file by the agency and available for review by DPI, USDA, or other state officials for at least three (3) years plus the current year; except that, if review findings have not been resolved, the records must be retained as long as required for resolution of the issues raised by the review. The SMP year operates from May 1st – April 30th.**

What is the most reasonable method of calculating the amount of milk to claim for reimbursement?

Consolidate and total the receipts and invoices for the milk **purchased within the calendar month.** Then, convert the total quantity purchased to half pints. To determine the amount of half pints that will be claimed for reimbursement, subtract from the total quantity purchased, the amount of milk served to adults and the amount lost to waste (such as when left-over milk is dumped after a meal service), spillage, spoilage, and theft, and any carryover or excessive milk that was not provided to the children for the month. The amount of milk reported for reimbursement must be reported as a total number of half pints. The [Milk Record Worksheet](#) can be used for your calculations and kept on-site as support documentation for the monthly SMP claim.

The average cost per half pint must be calculated based on the total number of half pints of milk purchased, not just the number of half pints purchased for the children, unless separate units of milk, which are clearly itemized on the receipt, are purchased for the children and adults. In the latter case, the milk purchased separately for adults must be excluded when calculating the total number of half pints and total cost of milk purchased.

Is there are particular kind of milk that must be served to children?

Fluid milk served to children two years of age or older must be: fat-free (skim) or low-fat (1%) milk, fat-free or low-fat lactose reduced milk, fat-free or low-fat lactose free milk, fat-free or low-fat buttermilk, or fat-free or low-fat acidified milk. Whole milk and reduced-fat (2%) milk may not be served to participants over two years of age; however it is still recommended to serve whole milk to children ages 1-2 years. Milk served must be pasteurized fluid milk that meets state and local standards, and may be flavored or unflavored.

Can reimbursement be received for substitutions made for milk when a child cannot consume milk because of special dietary needs such as allergies or severe intolerance?

USDA regulations require substitutions or modifications in the SMP for children who are considered to have a disability which restricts their diets. A child with a disability must be provided substitutions when that need is supported by a statement signed by a licensed physician or State licensed health care professional who is authorized to write medical prescriptions under State law to be in compliance with the Rehabilitation Act of 1973, the American with Disabilities Act and the USDA nondiscrimination regulations (7 CFR 15b). Because of this requirement, an agency can receive reimbursement for substituted beverages listed on the medical prescription for a child with special dietary needs. Furthermore, an agency can receive reimbursement for the substituted beverages listed on a child's medical prescription regardless of whether the special dietary need is a result of a disability, so long as the agency provides the substitution. Refer to the [Eating and Feeding Evaluation](#) form for the licensed physician or State licensed health care professional to complete. The completed and signed form must be maintained on file with your agency's SMP documentation.

What is the deadline for submitting monthly SMP reimbursement claims?

Federal regulations impose a claim submission deadline of 60 calendar days after the last day of the month for which the claim applies. Claims for reimbursement must be submitted to DPI on-line for payment within 60 calendar days after the last day of the claiming month. An original claim that is not received by DPI by the 60-day deadline date will not be paid without a special exemption. The online claiming manual for the Special Milk Program can be found [here](#).

How do I apply for the Program?

Call (608) 267-9129, email DPIFNS@dpi.wi.gov or write to:
Child and Adult Care Food Program,
Community Nutrition Programs,
Department of Public Instruction,
P.O. Box 7841, Madison, WI 53707

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.